Spotlight

on Student Assessment and Accountability

August 24, 2017

Key: Reminder (previously run article)

Spring 2017 M-STEP Guide to Reports

The Spring 2017 M-STEP Guide to Reports is now available on the M-STEP web page (www. michigan.gov/mstep) under the **What's New** and **Reporting** sections.

The M-STEP Guide to Reports provides educators important information about scoring, the data contained in each report, the reports that are available in the Dynamic Score Reporting Site, and the functionality of each report.

M-STEP and MME Printed Parent Reports and Student Record Labels Are On the Way

Shipment of the M-STEP and MME Parent Reports and Student Record Labels has begun. Schools can anticipate the arrival of their students' Parent Reports and Student Record Labels before the first of September.

Parent Reports are to be distributed by the school to students' parents or guardians; Student Record Labels (labels are not provided for ACT WorkKeys) are intended to be used as labels for student records.

The Michigan Department of Education (MDE) has updated tools that can help schools and districts discuss and share their results from the 2017 Michigan Student Test of Educational Progress (M-STEP) and Michigan Merit Exam (MME).

Read the article **Updated Tools for Schools: Reporting the M-STEP Results** in the August 10, 2017 issue of the Spotlight Newsletter (www.michigan.gov/mde-spotlight) for more details on these available tools.

REMINDER – The Spring 2017 assessment reports and data are **EMBARGOED** until the public release of results later this summer. Districts and schools will be notified through email and the Spotlight on Student Assessment and Accountability Newsletter when the embargo has been lifted.

IMPORTANT – While individual student results – such as Parent Reports – may be shared with parents at this time, it is NOT permissible to share any school-, district-, or state-level results with parents, the community, or other external parties until the embargo is lifted by the MDE. School Board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible until the embargo is lifted.

Please Note: MI-Access Parent Reports and Student Record Labels will be delivered later in September.

Spring 2017 M-STEP Aggregate Data File Now Available

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce the availability of the downloadable Spring 2017 M-STEP Aggregate Data File. This data file is **embargoed** until the public release of Spring 2017 assessment results.

To download your school's aggregate data file, log-in to the OEAA Secure Site (www.michigan.gov/oeaa-secure) go to the **Report** menu, and select **Student Test Scores**.

The following Spring 2017 Data Files are currently available on the OEAA Secure Site:

- Aggregate M-STEP – **embargoed**

- Student level Early Literacy and Mathematics Benchmark Assessments – not embargoed

- Student level MI-Access – **embargoed**

- Student level M-STEP – **embargoed**

- Student level PSAT 8/9 – **embargoed**

- Student level PSAT 10 – **embargoed**

- Student level SAT – **embargoed**

- Student level WIDA ACCESS for ELLs (includes WIDA Alternate ACCESS for ELLs) - not embargoed

- Student level WorkKeys – **embargoed**

As a reminder, the Spring 2017 MI-Access, M-STEP, PSAT 8/9, PSAT 10, SAT, and WorkKeys data are **EMBARGOED** until the public release of Spring 2017 assessment results later this summer. Districts and schools will be notified through email and the Spotlight on Student Assessment and Accountability Newsletter when the embargo has been lifted.

IMPORTANT – While embargoed individual student results may be shared with parents at this time, it is **NOT** permissible to share any school-, district-, or state-level results with parents, the community, or other external parties until the embargo is lifted by the MDE. School Board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible until the embargo is lifted.

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MDE's Early Literacy and Mathematics Benchmark Assessments – Online Only

The Michigan Department of Education's (MDE's) Early Literacy and Mathematics Benchmark Assessments will be available in Fall 2017 for students in Kindergarten, Grade 1, and Grade 2 from **September 11, 2017** through **October 6, 2017**. To prepare your students for the Online Assessments, teachers should provide the opportunity for students to view the student tutorial and practice the Online Tools Training (OTT).

Online Resources

The Office of Educational Assessment and Accountability (OEAA) has developed online resources for students taking state assessments at all grade levels. The resources support the idea that children can learn about online technology when teachers and other educators demonstrate the use of technology (classroom viewing of the student video tutorial, classroom viewing of the OTTs), followed by interacting with children while each student practices with technology (OTTS).

- **Student Tutorials**

The OEAA has created Student Tutorials. These are student-narrated videos that introduce teachers and students to the online tests and tools contained in the Early Literacy and Mathematics Benchmark Assessments. The Student Tutorials are designed to be administered in a group setting, such as the classroom, using a projector or other similar resource. The tutorials can be accessed three different ways:

  - eDIRECT (https://mi.drcedirect.com) — Select **All Applications → General Information → Test Tutorials**. Click on the icon under the **Action** column. This takes you to the tutorial page.

  - **INSIGHT** — Open INSIGHT and on the bottom of the page select the **DRC INSIGHT Online Assessments Tutorials** link.

  - Chrome (https://wbte.drcedirect.com/MI/portals/mi) — You must use the Chrome browser to access the tutorials. Click the yellow link at the bottom of the page: **DRC INSIGHT Online Assessments Tutorials**. This is the same link used for the online sample item sets.

An important component of the Student Tutorials is that they provide explicit training on the pause/exit/end test functionality of the online testing engine. In addition, the tutorials explain how to access and use specific tools.

- **Online Sample Item Sets and OTTs**

Another important set of resources teachers can access are online Sample Item Sets for students in grades K–2. The Sample Item Sets are a select group of test items in ELA and mathematics that encompass various kinds of technology-enhanced items (drag and drop, hot spots, etc.) and are embedded within the OTTs. The sets provide teachers and students with practice in solving grade-level and content-specific test items aligned to Michigan's content standards, and provide practice navigating the online test delivery system. The OTTs can be accessed two ways:

  - Chrome (https://wbte.drcedirect.com/MI/portals/mi) — You must use the Chrome browser to access the OTTs. Choose the **Online Tools Training** link located under **K, 1, 2 Early Literacy and Mathematics** on the lower left side of the page.

  - **INSIGHT** — Open INSIGHT and on the lower left side of the page, select the **Online Tools Training** link under **K, 1, 2 Early Literacy and Mathematics**.

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Feedback collected from previous administrations indicates that students and teachers who utilized the OTTs Sample Item Sets felt more prepared for online testing, students reported feeling confident about taking assessments online, and school administrators and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

- **Recommended Sequence**

The OEAA recommends that classroom teachers introduce online testing to their students by playing the Student Tutorial Video in class to show students how the online testing system and tools work. Once the Student Tutorial video is shown and discussed in the classroom, teachers then show the Online Tools Training (OTTs) to the entire class (doesn't have to be on the same day). After students have watched the Student Tutorial Video projected by the teacher, followed by watching the teacher navigate through the OTTs via a projector or other classroom viewing resource, each student should be provided hands-on practice with the online Sample Item Sets contained within the OTTs, ideally using the device they will use during testing.

The OEAA welcomes your feedback on the online resources.

Managing Users on the Secure Site

District and School (public and nonpublic) Administrator level users of the Secure Site—have you checked who has access to your student and school data on the Secure Site lately?

The Secure Site is set up to allow districts and schools (public and nonpublic) to directly manage users access to their student and school data on the Secure Site.

Each district should have one or more District Administrator-level users set up on the Secure Site. It is up to the district superintendent to decide who the users will be by submitting a District Administrator-Level User form found on the login page of the Secure Site (www.michigan.gov/oeaa-secure). This form must be completed by the superintendent and the designated user. It is the District Administrator-level user's responsibility to approve system requests for access to the Secure Site, create new users, manage the roles of the users and disable users when they no longer need access to the Secure Site, whether it is due to a change in job duties or they have left employment. The process is the same for Nonpublic School Administrators using the Nonpublic School Administrator-Level User form available on the login page of the Secure Site and completed by the nonpublic school principal or administrator and the designated user.

The district administrator-level user can authorize public school administrator-level user access and those users can also approve system requests for access to the Secure Site, create new users, manage the roles of the users and disable users when they no longer need access for the school(s) that they are assigned to.

As a district or school (public and nonpublic) administrator-level user, please take the time to review who has access, what level of access they have, and to disable those who no longer need access to the Secure Site. If a district administrator-level user or nonpublic school administrator-level user no longer needs this access for any reason, the district superintendent or nonpublic school principal or administrator will need to email baa@michigan.gov a request to have their account disabled or fax a letter on district or nonpublic school letterhead to 517-335-1186.

Directions on managing users can be found in the Approving, Creating, Modifying Users document on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Security** section. This also includes a list of the available roles and assessments, along with a description of each one.

Updating Entity and Contacts in the Educational Entity Master (EEM)

To assist schools with verifying the contact Information in the Educational Entity Master (EEM), a District and School Contact screen is available on the OEAA Secure Site (www.michigan.gov/oeaa-secure). Once logged on to the Secure Site, go to **District and School Contact** under the **Assessment Registration** menu. The screen will pull contacts used by the OEAA and display them in an easy-to-read format for any user of the Secure Site to view. If you notice an error with the contact name, phone number, or email address, please work with your authorized district EEM user (usually but not always the student pupil accounting person) to have the EEM updated. The information is updated nightly from the EEM, so you will not see changes until the next day.

Please note that even though the coordinators' addresses are not displayed on the District and School Contacts page of the Secure Site, it is important to make sure the contact type addresses are correct in the EEM (www.michigan.gov/eem) along with the grade levels serviced. The address and grade levels serviced are used for ordering materials and delivery of materials and reports.

The following contact types are used by OEAA:

- Superintendent
- Principal
- M-STEP Coordinator
- MI-Access Coordinator
- English Learner Assessment Coordinator
- WorkKeys Test Coordinator
- Technology Director
- District Assessment Coordinator
- Interim Assessment District and Building Coordinator (used for Early Literacy and Mathematics Benchmark Assessments)
- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- PSAT 10 Test Coordinator
- PSAT 8/9 Test Coordinator
- PSAT Backup Coordinator

Users of the Secure Site can also find the authorized EEM user and the authorized Michigan Student Data System (MSDS) user—along with their contact

information for the district—listed on the District and School Contact page in the Secure Site. This will assist schools with getting updated information to the District EEM and MSDS authorized users. **Note:** The EEM and MSDS authorized users are not pulled from the EEM but are pulled from the Center for Educational performance and Information (CEPI).

NOTE: Although more than one coordinator can be entered into the EEM, only the most **recent** entry will be used for assessment and accountability purposes.

WIDA W-APT Grades 1–12 Discontinuation

As a reminder, educators should now be using the new **WIDA Screener Online** instead of the WIDA ACCESS Placement Test (W-APT) to assess incoming students in grades 1-12 who may be English Learners (ELs). All materials and training modules for the grades 1-12 W-APT will be removed from the wida.us website and secure portal on August 31, 2017.

Please note that assessment materials and training modules for the **Kindergarten W-APT** will remain on the wida.us website and secure portal. Michigan is continuing to use the Kindergarten W-APT for screening incoming Kindergartners.

For information about the transition to the new assessment, educators should review the Michigan WIDA Screener & Kindergarten W-APT Policy Manual on the WIDA web page (www.michigan.gov/wida) under **WIDA Screener and Kindergarten W-APT**.

Inaccurate Co:Writer Announcement

Educators may have recently received direct communication from a software company that indicated students now had the ability to use a non-embedded accommodation called Co:Writer on the M-STEP assessments. The Office of Educational Assessment and Accountability (OEAA) asks that educators ignore this announcement from Don Johnston, Inc. at this time. The OEAA is currently working with DRC to investigate the compatibility of third-party software with INSIGHT. A final decision on the availability and use of this program for M-STEP has **NOT** been determined. Please wait for more information directly from the MDE on this topic in coming months. If you have a student who regularly uses technological supports in the classroom, and whose IEP or section 504 plan requires its use on assessments, please make an individual accommodation request to the OEAA.

📌 Updated for 2017: M-STEP/MME Communication Tools for Schools

Just in time for the public release of state assessment data, the MDE has updated tools that can help schools and districts discuss and share results from the 2017 Michigan Student Test of Educational Progress (M-STEP) and Michigan Merit Exam (MME).

- The M-STEP/MME Parent Report Video visually walks viewers through the M-STEP/ MME parent reports.

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- The State Assessment Results Reporting Communications Toolkit contains numerous customizable templates that schools can adapt for multiple purposes and audiences (e.g., teachers, parents, and the media).

All the communication tools can be found on the M-STEP web page (www.michigan.gov/mstep) and the MME web page (www.michigan.gov/mme) under the **General Information** and **Parent/Student Information** sections.

To learn more about all the available tools, read the article **Updated Tools for Schools: Reporting the M-STEP Results** in the August 10, 2017 issue of the Spotlight Newsletter (www.michigan.gov/mde-spotlight).

Comments or questions about these communication tools can be directed to Jan Ellis at ellisj@michigan.gov or 517-373-9391.

What Does the Future Hold for Science Assessments?

The state assessment for the Michigan K-12 Science Standards is in development. The Office of Educational Assessment and Accountability (OEAA) would like to share preliminary information from the 2017 pilot and plans for future science assessments.

To communicate timelines and intentions, the OEAA is hosting a webinar on **Tuesday, August 29, 2017 at 3:00 PM**. To join the webinar, click here (https://stateofmichiganmdeweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA).

To access audio only, dial 720-279-0026 and use Guest Passcode 569943.

If you are unable to join the live webinar, a recorded presentation will be posted on the M-STEP web page. Look for a future Spotlight announcing when the recorded presentation is available.

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Spotlight

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)

- email michiganadministratorsupport@collegeboard.org

Fall and Spring Assessments

Like last year, schools do NOT need to order materials for the primary date of the Michigan-provided SAT, PSAT 10, and PSAT 8/9 assessments in Spring 2018 through the College Board's test ordering system. If you elect to participate in fall testing of PSAT/NMSQT or PSAT 8/9, materials should be ordered directly through College Board. Fall testing of PSAT/NMSQT or PSAT 8/9 is not provided by the Michigan Department of Education.

National SAT Administrations for Students with Certain Disabilities

The majority of students who sign up to take a national weekend administration of the SAT will take the test at the test center in which they register. However, for students who require certain accommodations—which include 100% extended time testing over two days, MP3 Audio, Assistive Technology (ATC), braille, or large font needs greater than 20 point—the opportunity is offered to test in their school due to their special testing needs. This means your school, even if you have not signed up to be a national test center, may

have students looking to test at your location. The decision to support this administration is completely at the discretion of the school. Neither the College Board nor the Michigan Department of Education requires you to participate nor does this have an impact on the state-provided spring testing. To see the students at your school who have been approved for the accommodations noted above, as well as any administrations for which those students have registered, your school's SSD (Services for Students with Disabilities) Coordinator can log in to the SSD Online system. If you decide to not support the national testing for these students, College Board will work with students directly to find another school in the area that is available. If you have questions, please contact the SSD Department at 844-255-7728.

Get Ready for Spring 2018 – Register for Fall Counselor and Implementation Workshops

The counselor workshops are free and are open to all counselors across the country. At the workshops, you'll receive updates on College Board programs, as well as tools, tips, and resources designed to make it easier for you to clear a path to college and career success for your students.

To register, click here (collegeboard.org/cw).

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Spotlight on Student Assessment and Accountability

The implementation workshops are free and provide information about the Michigan-provided SAT, PSAT 10, and PSAT 8/9 for grade 9 administrations in Spring 2018. It will also provide a brief introduction of the PSAT 8/9 for grade 8 that will be coming in Spring 2019. The workshop is important for building administrators, counselors, and SAT and PSAT supervisors. Learn about:

- the latest enhancements and changes for the spring administration
- preparing for and administering the College Board exams
- spring implementation timelines
- our professional development offerings to prepare you for Spring 2018

To register, click here (collegeboard.org/satschoolday).

8:30 – 9:00 AM: Counselor Workshop Registration* and Breakfast

9:00 AM – Noon: Counselor Workshop Presentation

Noon – 1:00 PM: SAT School Day and PSAT Registration* and Lunch

1:00 – 4:00 PM: SAT School Day and PSAT Presentation

Attendees can sign up for either or both workshops; however, ***registration for each workshop is required**.

Schedule of Workshops		
Kalamazoo	Monday, September 18, 2017	Western Michigan University - Kalamazoo
Mount Pleasant	Tuesday, September 19, 2017	Central Michigan University
East Lansing	Tuesday, September 19, 2017	Michigan State University
Grand Rapids	Tuesday, September 19, 2017	Northview High School
Jackson	Wednesday, September 20, 2017	Jackson Intermediate School District
Marquette	Monday, September 25, 2017	Northern Michigan University
Detroit	Tuesday, September 26, 2017	Wayne State University
Dearborn	Wednesday, September 27, 2017	University of Michigan-Dearborn
Boyne City	Wednesday, September 27, 2017	Boyne District Library
Saginaw	Thursday, September 28, 2017	Saginaw Intermediate School District
Waterford	Friday, September 29, 2017	Oakland Intermediate School District

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Spotlight on Student Assessment and Accountability

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Memo and Summary to Examinee Reports and ACT National Career Readiness Certificate™ (ACT NCRC®)

The Memo and Summary to Examinee reports were shipped to school Test Coordinators for arrival the week of Monday, July 31, 2017, and the ACT National Career Readiness Certificate™ (ACT NCRC®) were shipped to school Test Coordinators for arrival no later than Friday, August 11, 2017.

ACT began reshipping the package(s) on Monday, August 21, 2017. If your school was closed for the summer, the package(s) will be shipped to the original mailing address. If your school is permanently closed, the package(s) will be shipped to the district mailing address. If there is an instance where the district is closed, those certificates will be shipped back to the Michigan Department of Education.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. call ACT at 800-553-6244
   - standard time: ext. 2800
   - accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

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Important Dates

August 2017

Now - morning of October 6, 2017:

- Pre-Identification of students in grades K, 1, and 2 who will be taking the Fall 2017 **Early Literacy and Mathematics Benchmark Assessments**

Beginning August 28, 2017:

- Students pre-identified for **Fall 2017 Early Literacy and Mathematics Benchmark Assessments** in the Secure Site **after** August 17 must be added to a test session in eDIRECT or a new test session can be created

September 2017

September 11 – October 6, 2017:

- The Michigan Department of Education's Fall 2017 **Early Literacy and Mathematics Benchmark Assessments** testing window

Mid-September 2017:

- **DEADLINE – Student Record Maintenance (SRM) English Learner (EL) Exits** must be submitted and certified using an [As of Date] on or before June 30, 2017 AND an [LEP Exit Date] on or before June 30, 2017

Have Questions?

Email BAA@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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